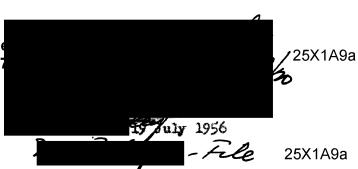
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RECORDS MANAGEMENT DIVISION

Chief, Management Staff

Chief, OMM Staff (DD/I and DD/S Area)

Work Report Week Ending 18 July 1956.



25X1A9a

Accomplishments

1.	T/O Completed	25X1A2g
	MS-919, Request for T/O Position Project	25X1A9a
2.	Evaluation completed on Employee Suggestion No. 1415, Establishment of a Scientific Intelligence Planning Group.	25X1A9a
3.	Evaluation Completed on Employee Suggestion concerning the broadening of the petty cash fund.	25X1A9a
	Assignments Active This Week	
li.	Project 6-13, Personnel Records Survey, Phase II - Study of State Dept. Systems and Previous Systems Used in DD/P.	25X1A9a
5.	Project 5-46, Preparation of Statements of Mission and Functions of the CIA ELINT Staff Officer and other Agency Participants in the ELINT Pro-	
25X1A9a	gram.	
6.	Project 6-24, Survey of Procedures for Insuring that Separating Employees Conclude All Business with CIA Prior to Separation.	25X1A9a
7.	Project 5-80, Review of Procedures, Printing Services Division. Assistance in implementing recommendations.	25X1A9a
8.	Establishment of Account Records for Fiscal Year 1957.	25X1A9a
9.	Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security.	25X1A9a
10. 25X1A9a	MS-886, Reorganization of Identification and Cataloging Branch, Supply Division.	
11. 25X1A9a	MS-901, Authorization for new Aircraft Maintenance Division, LO, as approved by DECI and others.	

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Table of Vehicular Allowances for Motor Pool.

12. MS-89h, Request for Increase of 5 in Personnel Ceiling and T/O, and in

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Project 6-47. Use of Unvouchered Funds to Pay Agency Amployees.	25X1A9a
Project 6-19, Study of OTR Clerical Training Program.	25X1A9a
Project 6-45, Survey of Space Situation in OCR - As result of IG charges of severe overcrowding.	25X1A9a
MS-883, Increase of 8 in OTR T/O for Foreign Language Incentive and Pevelopment Frograms.	257440-
Transfer of Administration of JCD/SCD from D/Pers. to OTR.	25X1A9a
Miscellaneous	
Training. Fifteen hours on-the-job training on Logistics procedures and organization and Confidential Funds regulations, policies and practices.	
	Project 6-45, Survey of Space Situation in OCR - As result of IG charges of severe overcrowding. MS-883, Increase of 8 in OTR T/O for Foreign Language Incentive and Pevelopment Programs. Transfer of Administration of JCD/SCD from D/Pers. to OTR. Miscellaneous

25X1A9a